

**Conant Public Library Board of Trustees**

**Meeting Date:** August 10, 2021

**Attendance:**

Present: Barb Depew, Ann Goodrich-Bazan, Jennifer Bennett, Jenn Howe, Mitty Johnson, Kristin Landry, Library Director Abigail Storm, Denis Murphy

Absent (excused): Bonnie Leveille

**Meeting convened:** 7:04 p.m.

**Reports**

**Secretary's Report**

Mitty made a motion to approve the July minutes with amendments. Denis seconded. No further discussion, vote approved yes 7, no opposed, no abstentions, 1 absent.

**Treasurer's Report**

See attached report. Jenn will scan and email everyone the copy of the employee payroll form that the bookkeeper suggested we use.

**Director's Report**

See attached.

**Museum Report**

Abigail has contacted several moving companies and has not heard anything in response. She will call back and try to source locally.

**Library Policy Committee**

Reviewed draft job descriptions for Library Director, Assistant Director, Circulation Clerk, and Custodian. Abigail will put in a request for a criminal background check as she is slightly overdue. Denis made a motion to accept the job descriptions with noted amendments. Ann seconded. No further discussion, vote approved yes 7, no opposed, no abstentions, 1 absent.

**New Business**

**Check Signatory Discussion**

Mitty made a motion that the signers on the TD Bank account of the Conant Public Library of Winchester, NH be Jennifer Howe, Roberta Royce, Barbara Depew, and Ann Goodrich-Bazan. No further discussion, vote approved yes 7, no opposed, no abstentions, 1 absent.

### **Library Keys**

Mitty made a motion to purchase a key lock box for a Trustees key, to be installed outside of the library by Ed, the CPL custodian. Denis seconded. No further discussion, vote approved yes 7, no opposed, no abstentions, 1 absent. Abigail will make the purchase of the lock box. Jenn is going to send Barb info for a locksmith to get a quote on re-keying the front and back doors. Barb is also going to talk to Karey Miner at the Town Hall to see if there are any implications to re-keying.

### **Basement**

The historical books downstairs need to get moved out of the basement. Abigail is going to talk to Ed (Custodian) to see if he can start moving them upstairs. She is also going to talk to the Town Hall about moving company suggestions.

### **Staff Evaluation Update**

Barb and Mitty need to get together to move forward with this.

### **Marcia Racine Resignation**

Jenn made a motion to accept the resignation of Marcia Racine from the Board of Trustees. Denis seconded. No further discussion, vote approved yes 7, no opposed, no abstentions, 1 absent. Denis is going to pick up a thank you card for Marcia for her years on the Board.

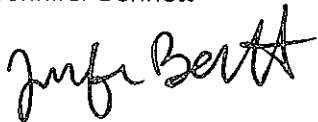
### **Non-Public Session**

9:05 p.m. Ann made a motion to move into non-public session in accordance with RSA 91-A:3 II a and e. Denis seconded. Roll call vote "yes" 7, no opposed, no abstentions, 1 absent. Denis made a motion to leave non-public session and move back into public. Jennifer seconded. Roll call vote "yes" 7, no opposed, no abstentions, 1 absent. Non-public ended at 9:55 p.m.

**Meeting adjourned:** 9:57 p.m. Ann made a motion to adjourn. Jenn seconded. No further discussion, vote approved yes 7, no opposed, no abstentions, 1 absent.

Submitted by,

Jennifer Bennett

A handwritten signature in black ink, appearing to read "Jennifer Bennett", written in a cursive style.

**Nonpublic Session Minutes  
Winchester, NH - Conant Library Board of Trustees**

Date: September 14, 2021

Members Present: Barb Depew  
Ann Goodrich Bazan  
Jenn Howe  
Denis Murphy  
Jennifer Bennett

Motion to enter Nonpublic Session made by Barb and seconded by Ann.

Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3 II a and e

Roll Call vote to enter nonpublic session:

Yes - Barb Depew
Yes - Ann Goodrich Bazan
Yes - Jennifer Bennett
Yes - Jenn Howe
Yes - Denis Murphy

Entered nonpublic session at 8:45 p.m.

Other persons present during nonpublic session: None

Description of matters discussed and final decisions made:

- Staff Evaluation

Motion to leave nonpublic session and return to public session by Jenn and seconded by Ann.

Roll Call vote to exit nonpublic session:

Yes - Barb Depew
Yes - Ann Goodrich Bazan
Yes - Jennifer Bennett
Yes - Jenn Howe
Yes - Denis Murphy

Public session reconvened at 10:25 p.m.

These minutes recorded by: Jennifer Bennett

